



FAQs ABOUT MEMBERSHIP DUES

Q: Will my 2022 dues be prorated?

A: Dues will be prorated based on your previous due date. For example, if a member paid in month 7 (July) of 2021, your prorated 2022 invoice will reflect dues for 5 months (July – December 2022).

Q: How can I pay my annual membership dues?

A: Your membership dues invoice is included and available via the new member portal on the website. You can follow these simple steps to pay online or mail your check to our office at 831 Latour Court, Suite A, Napa CA 94558:

- 1. Visit www.napagrowers.org and click on "MEMBER LOGIN" in the top left corner of the homepage*
- 2. Login with your username and password, or reset your password by clicking "forgot your password," and enter the Member Portal*
- 3. Click "Pay open invoices" from top navigation menu or click the "PAY INVOICES" green button on the right side of your member homepage*
- 4. Select the invoices you would like to pay by checking the box in the first column and proceed to payment*

Note: *Main Contacts and Editors will have access to all company invoices; other staff will view only invoices connected to their individual member profile*

Q: How do I designate the billing contact for my account?

A: Initially the main membership contact is designated as the billing contact, but you can redirect to the appropriate person in your business. Here's how:

- 1. Once you have logged in, from your member homepage you will see a box titled "Related Profiles" on the bottom right side of the screen*
- 2. Click "View and edit all" or "Add a profile"*
- 3. Update the employee you would like to assign as the billing contact for your account and designate them as such in their profile. This person will now receive all your billing details and invoices.*
- 4. Editors additionally have the ability to pay invoices and edit company details*

Note: *You can add new staff or relationships, as well as update existing relationships such as marking staff as former or marking new editors or billing contacts for organizations.*

Q: How can I update my business profile?

A: Main Contacts and Editors can not only edit their personal profile, but the company as well.

Once you have logged in, look to the right above the navigation bar and click "switch profiles." There you can switch from your employee to company profile. For each, you can click "Edit this profile" and update details for your accounts. Here is a helpful checklist to get you started:

- 1. Review your personal information - add any missing details like your title, cell, etc.*
- 2. Switch profiles to view your Company information*
- 3. Edit your company profile as needed - additional addresses, social media links, etc.*
- 4. Associate Members - update your website listing and add a logo under "Upload Media"*
- 5. Growers & Vineyard Managers - update your Grower Profile and acreage details*
- 6. Review all Relationships/ Related Profiles - determine Billing Contact and additional editors*
- 7. Add in missing details for your employees or add new employees*

*For detailed information and tutorials go to **napagrowers.org/member-tutorials***

Q: Who can I contact at NVG with any questions?

A: You can contact Alexis Smith at asmith@napagrowers.org or (707) 944-8311 ext. 114 or Kathie Clement at kclement@napagrowers.org or (707) 944-8311 ext. 112

Q: What are NVG dues for 2022?

A: 2022 dues assessment by membership category:

- Associates: \$520*
- Growers:*
 - 20 acres or less = \$520*
 - 21 acres – 199 acres = \$26/acre*
 - 200+ acres = \$5,200 maximum*
- Vineyard Manager: Dues are assessed based on the total farmed acreage in Napa County at \$5 per planted acre. Dues will be adjusted annually based on the client list sourced from the Napa County Pesticide Applicator Permit List and are subject to a \$360 minimum and \$3,000 maximum.*